



Below is a list of the full range of **Accredited Courses and Specialised Workshops** we offer our delegates in the Gauteng Area. Once you have chosen the course or workshop you would like to register for, contact our office on **0861 000 445** and we will email or fax an enrolment form to you.

- School of Shipping also offers in-house training. Please email to: [info@schoolofshipping.co.za](mailto:info@schoolofshipping.co.za) or visit our website [www.schoolofshipping.co.za](http://www.schoolofshipping.co.za)
- Please note this Calendar may change without notice, please note that courses may be postponed and subject to ten delegates
- School of Shipping is an Accredited Training Provider – insist on your Training Provider having a TETA Certificate of Accreditation, or check your current provider certification on <http://www.teta.org.za/>

**GAUTENG COURSE CALENDAR - 2012**  
**OUR IN-HOUSE TRAINING IS A POPULAR ALTERNATIVE!**  
**ALL PRICES EXCL. VAT**

**Complimentary Free Seminar** - Find out MORE about this Industry! Would you like to make a career of shipping or thinking about making a change? Not sure if you're making the right choice? Attend our free seminar where we will brief you about the industry, various career choices, which courses to do etc.

Start date	End Date	Day	Time	Duration	Cost	Venue
2 Mar	2 Mar	Fri	13h30	90 Minutes		Germiston
5 Apr	5 Apr	Fri	13h30	90 Minutes		Germiston

**Introduction to International Trade Workshop** – Learn about the basics of Shipping! Are you a receptionist or a sales person and having difficulty understanding the terminology of this industry and how it all works?

Start date	End Date	Day	Time	Duration	Cost	Venue
Phone to book			08h30-15h30	1 Day		Germiston

**Incoterms® 2010 Rules** – Would you like to learn the all about Incoterms® 2010 Rules? You cannot trade without knowing the INTERNATIONAL Commercial terms. "Incoterms" is a registered trademark of the International Chamber of Commerce.

Start date	End Date	Day	Time	Duration	Cost	Venue
23 Feb	23 Feb	Thu	08h30-15h30	1 Day		Germiston

**Essential Import Export Procedures** - Aligned to U.S. 252432 and 252418 . This course is a must as it will open your eyes to the world of International Trade, learn all about the various aspects of the industry. Learn HOW to trade!  
U.S. 252432 – Perform processes and procedures required for the Administration of Import transactions  
U.S. 252418 – Perform process and procedures for the Administration of Export transactions. Total **Credits 12.**

Start date	End Date	Day	Time	Duration	Cost	Venue
26 Mar	29 Mar	Mon - Thu	08h30-15h30	4 Days		Germiston
2 Jun	21 Jul	Saturdays	08h30-12h30	7 Saturdays		Germiston

**Customs Clearing and Freight Forwarding** – Aligned to U.S. 252429. Learn all about completing various documentation to MOVE your cargo. U.S. 252429 – Concept of International Trade in a Freight Forwarding environment. **Credits 6.**

Start date	End Date	Day	Time	Duration	Cost	Venue
16 Apr	19 Apr	Mon - Thu	08h30-15h30	4 Days		Germiston
24 Mar	19 May	Saturdays	08h30-12h30	7 Saturdays		Germiston

**SAD 500 – With a Core Freight presentation in CT only.** Facilitate Customs Clearance in the Forwarding Context is a vital part of offering a shipping service to the international Trader. This is for all modes of transport. This covers the basic elements of documents in the shipping industry as all documents cover getting or giving permission, payments and protection.

Start date	End Date	Day	Time	Duration	Cost	Venue
20 Apr	20 Apr	Fri	08h30-15h30	1 Day		Germiston

**IMDG Code Dangerous Goods** – This course is recommended for persons working with and or packing/unpacking and handling Dangerous Goods. This course covers DG documentation, classification of Dangerous Goods, packing, marking, placards and preparation of loading/stowage. Suited to Clerks, Agents, Importers and Exporters.

Start date	End Date	Day	Time	Duration	Cost	Venue
6 Mar	8 Mar	Tue - Thu	08h30-15h30	3 Days		Germiston



**Letters of Credit Workshop** – The aim of the Letter of Credit workshop is to improve the level of understanding of the contents, purpose and procedures involved when utilizing this particular method of payment.

Start date	End Date	Day	Time	Duration	Cost	Venue
22 Feb	22 Feb	Wed	08h30-15h30	<b>1 Day</b>		Germiston

**Maritime Geography Workshop** – You cannot be involved in Shipping if you do not know your geography ! Earn Credits - unit std. 252417 – 5 credits

Start date	End Date	Day	Time	Duration	Cost	Venue
Phone to book			08h30-15h30	<b>2 Days</b>		Germiston

**Estimating and Costings Workshop** - Those already in the Forwarding industry who wish, or need, to familiarise themselves with the Estimating and Invoicing process. This could include Operational staff as well as Customer Service and Sales personnel.

Start date	End Date	Day	Time	Duration	Cost	Venue
Phone to book			08h30-15h30	<b>2 Days</b>		Germiston

**Marine Cargo Insurance** – This is a 3 day workshop covering underwriting, claims, recoveries, general average and salvage awards.

**WORKSHOP**

Start date	End Date	Day	Time	Duration	Cost	Venue
28 Feb	1 Mar	Tue-Thu	08h30-15h30	<b>3 Days</b>		Germiston